

Communication Action Team
Meeting Notes
March 10, 2004

Attendance Lucinda Means, Julie LeBlanc, Kathy Edgren, Maria Salinas, Roberta Tisdale

Meeting Overview
(25 words or less) Need to improve attendance and participation at these meetings and developed ideas about ways to do that. Members gave reports on assignments and developed agenda for next meeting.

Meeting Notes

1. Lucinda reminded the group of our goals, to create an implementation plan and begin to implement. Her recommendation is to always consider, “how much, by whom, and for whom.
2. The group decided to have our next meeting in Detroit.
3. Lucinda reminded us there is no budget for logistical support, postage, etc. Also, in the Moderators’ group, it was reported that the teams seem to be getting things done, moving forward, and that the best practice tool kid idea seems to be popular. Our work product is due 11-1.
4. Julie reported that Farmington Hills has a newsletter on the internet that looks useful.
5. Julie provided a report she did on Twelve Steps for Citizen Involvement to Make a Difference.
6. It was noted that road commissions are major players and don’t seem to be involved. Need to look at all levels (individual, neighborhood, township, municipality, state, federal). We don’t want to lose this thought. Note: CRAM is the County Road Association of MI.
7. Lucinda reported on her project, which had to do with T-21 funds and re-striping a street to allow for bike lanes and increased safety. She expressed frustration that the neighbors fought it and won and money will be lost as a result of this.
8. Kathy provided a report on a citizen participation process used in Ann Arbor. She also reported on things she had heard regarding problems with citizen participation, particularly with MDOT (see written report), and provided an example of a flyer that is a “don’t.”
An effective way to get information to the public is door-to-door, or getting to the agencies/organizations who deal with the public we want to reach.

Action Items

1. Lucinda will send a notice to everyone who is supposed to be on the committee regarding the next meeting. She will also provide a laptop with a template for the minutes in the future.
2. Kathy will find a place for the next meeting in Detroit and will invite a few people to attend to present their ideas on ways to improve

communication regarding transportation decisions. She will draft an e-mail and send it to the group for their input before sending out the invitation.

3. Lucinda will e-mail a copy of the sign-in sheet to everyone.
4. Lucinda will forward an agenda from the Transportation Summit which might be helpful to us, related to presentations.
5. Lucinda will analyze where people on the Communication Action Team are from so we can explore the possibility of having additional “satellite meetings.”
6. Lucinda will follow-up with Lore Corradino regarding the baseline information she was going to provide.
7. Lucinda will follow-up with Fred Dore (co-chair of Farmington Hill non-motorized transportation advisory committee) regarding getting a copy of the non-motorized transportation plan from Farmington Hills.
8. Lucinda has a draft of an Advocacy 101 piece that she will e-mail to us.
9. Lucinda will talk with Carmine Palumbo, transportation director for SEMCOG about professional associations for planning associations and will then work with Kathy on whether this fits into the next agenda.
10. Lucinda will get placemats she has seen for informing the public to the group.
11. Kathy will make copies of a handout on Ann Arbor’s process and will find out about whether the internet is used and what the cost of their process is as well as the format of their presentations (power point? Handouts?).

**Proposed
Agenda Topics
For Next
Meeting**

1. Hear from the public – presentations from the Metro area. (Note: If presenters can provide information in writing that would be helpful (outline OK – 15 copies). If not, Kathy will take notes of their presentations) (Bobbi will bring her laptop)
2. Distribution and brief review of all programs/literature for tool kit (e.g., from Lore, Tom, staff from Farmington Hills, Advocacy 101, etc.)

**Next Meeting
Dates**

1. Wednesday, July 21, 2004
9:30-2:00 pm, Brighton TSC, 10321 East Grand River, Brighton, MI
2. Wednesday, August 11, 2004
9:30am – 2:00pm, Brighton TSC, 10321 East Grand River, Brighton, MI